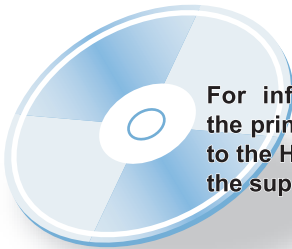


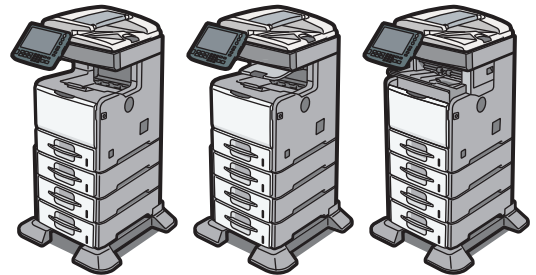


# SP 5200S/5210SF/5210SR

## Manuals and Safety Information for This Machine



For information not in the printed manual, refer to the HTML/PDF files on the supplied CD-ROM.



- 
- 1 Manuals for This Machine
  - 2 Information for This Machine
  - 3 Safety Information for This Machine
  - 4 Other Information for This Machine



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# 1. Manuals for This Machine

This chapter describes manuals for this machine.

## Manuals Introduction

1

Refer to the manuals that are relevant to what you want to do with the machine.

### ★ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe® Acrobat® Reader®/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

### Manuals and Safety Information for This Machine

Contains introductions of the manuals and information about safe usage of this machine.

Before using the machine, be sure to read the section of this manual entitled Safety Information to avoid injury and prevent damage to the machine.

This manual is provided in English only.

### Quick Installation Guide

Contains procedures for unpacking and installing the machine.

### Initial Guide for Scanner and Fax

Explains how to set up the Scanner and Facsimile functions and use their basic features. Details about these functions that are not included in this manual are provided in Scanner Reference, Facsimile Reference, and Network and System Settings Reference.

### About This Machine

This manual introduces the machine's various functions. It also explains preparation procedures for using the machine, the control panel, how to install options, how to enter text, how to install the CD-ROMs provided, and how to replace paper, print cartridge, staples, and other consumables.

### Troubleshooting

Provides a guide for resolving common usage-related problems.

### Copy and Document Server Reference

Explains Copier and Document Server functions and operations. Also refer to this manual for explanations on how to place originals.

### Facsimile Reference

Explains Facsimile functions and operations.

## Printer Reference

Explains Printer functions and operations.

## Scanner Reference

Explains Scanner functions and operations.

## Network and System Settings Reference

Explains how to connect the machine to a network and how to configure and operate the machine in a network environment. It also explains how to change System Settings and how to register information in the Address Book.

## Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.
- Change the user name and password of the administrator using Web Image Monitor.

For details, see “Setting up the Machine”, Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

## VM Card Extended Feature Settings Device Reference

Explains how to set up the extended features settings with the machine.

## VM Card Extended Feature Settings Web Reference

Explains how to set up the extended features settings using Web Image Monitor.

## UNIX Supplement

Explains how to set up and use a network printer using UNIX.

To obtain the “UNIX Supplement”, visit our Web site or consult an authorized dealer.

This manual includes explanations of functions and settings that might not be available on this machine.

This manual is provided in English only.

## Other manuals

- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Fax Guide
- Quick Reference Scanner Guide
- App2Me Start Guide

# Manuals List

Manual Name	Printed Manuals Provided	HTML Manuals Provided	PDF Manuals Provided
Manuals and Safety Information for This Machine	Yes <sup>*4</sup>	No	Yes <sup>*2 *4</sup>
Quick Installation Guide	Yes	No	Yes <sup>*2</sup>
Initial Guide for Scanner and Fax	Yes <sup>*4</sup>	No	Yes <sup>*2</sup>
About This Machine	No	Yes	Yes <sup>*2</sup>
Troubleshooting	No	Yes	Yes <sup>*2</sup>
Copy and Document Server Reference	No	Yes	Yes <sup>*2</sup>
Facsimile Reference	No	Yes	Yes <sup>*2</sup>
Printer Reference	No	Yes	Yes <sup>*2</sup>
Scanner Reference	No	Yes	Yes <sup>*2</sup>
Network and System Settings Reference	No	Yes	Yes <sup>*2</sup>
Security Reference	No	No	Yes <sup>*3</sup>
VM Card Extended Feature Settings Device Reference	No	Yes	Yes <sup>*2</sup>
VM Card Extended Feature Settings Web Reference	No	Yes	Yes <sup>*2</sup>
UNIX Supplement	No	No	Yes <sup>*1 *4</sup>

\*1 To obtain the "UNIX Supplement", visit our Web site or consult an authorized dealer.

\*2 To obtain the PDF manuals, visit our Web site or consult an authorized dealer.

\*3 You can install the PDF manuals on your computer from the supplied CD-ROMs. However, depending on the language, some PDF manuals may not be available on the CD-ROMs. To obtain these PDF manuals, visit our Web site.

\*4 This manual is provided in English only.



# 2. Information for This Machine

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This chapter describes information for this machine.

## Introduction

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### Disclaimer

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Contents of this manual are subject to change without prior notice.

In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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### Notes

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The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

For good copy quality, the manufacturer recommends that you use genuine toner from the manufacturer.

Some illustrations in this manual might be slightly different from the machine.

---

### Machine Types

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Check the type of your machine before reading this manual.

- Type1: SP 5200S/Aficio SP 5200S
- Type2: SP 5210SF/Aficio SP 5210SF
- Type3: SP 5210SR/Aficio SP 5210SR

Certain types might not be available in some countries. For details, please contact your local dealer.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.



# 3. Safety Information for This Machine

This chapter describes safety information for this machine.

## Safety Information

When using this machine, the following safety precautions should always be followed.

### Safety During Operation

3

In this manual, the following important symbols are used:

 **WARNING**

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION**

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

### Safety Precautions to Be Followed

This section explains safety precautions that should always be followed when using this machine.

#### Environments where the machine can be used

This section explains safety precautions about environments where the machine can be used.

 **WARNING**

- Do not use flammable sprays or solvents in the vicinity of this machine. Doing so could result in fire or electric shock.

 **WARNING**

- Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers holding water or any other liquids, on or close to this machine. Fire or electric shock could result from spillage or if such objects or substances fall inside this machine.

**⚠ CAUTION**

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.

**⚠ CAUTION**

- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

3

**⚠ CAUTION**

- Do not place heavy objects on the machine. Doing so can cause the machine to topple over, possibly resulting in injury.

**⚠ CAUTION**

- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

**⚠ CAUTION**

- Keep the machine away from salt-bearing air and corrosive gases. Also, do not install the machine in places where chemical reactions are likely (laboratories, etc.), as doing so will cause the machine to malfunction.

**⚠ CAUTION**

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

**⚠ CAUTION**

- Machine sound levels exceeding LWAd > 63 dB (A) are not suitable for desk work environments, so place the machine in another room.

**⚠ CAUTION**

- Keep the machine in an area that is within optimum environmental conditions. Operating the machine in an environment that is outside the recommended ranges of humidity and temperature can cause an electrical fire hazard. Keep the area around the socket free of dust. Accumulated dust can become an electrical fire hazard.

---

### Handling power cords and power plugs

---

This section explains safety precautions about handling power cords and power plugs.



**⚠ WARNING**

- Do not use any power sources other than those that match the specifications shown. Doing so could result in fire or electric shock.

**⚠ WARNING**

- Do not use any frequencies other than those that match the specifications shown. Doing so could result in fire or electric shock.

**⚠ WARNING**

- Do not use multi-socket adaptors. Doing so could result in fire or electric shock.

**⚠ WARNING**

- Do not use extension cords. Doing so could result in fire or electric shock.

**⚠ WARNING**

- Do not use power cords that are damaged, broken, or modified. Also, do not use power cords that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result in fire or electric shock.

**⚠ WARNING**

- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.

**⚠ WARNING**

- The supplied power cord is for use with this machine only. Do not use it with other appliances. Doing so could result in fire or electric shock.

**⚠ WARNING**

- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

**⚠ WARNING**

- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.

### **WARNING**

- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.

### **CAUTION**

- Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.

### **CAUTION**

- If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.

### **CAUTION**

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

### **CAUTION**

- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.

### **CAUTION**

- When performing maintenance on the machine, always disconnect the power cord from the wall outlet.

## **Handling the main machine**

---

This section explains safety precautions about handling the main machine.

### **WARNING**

- Be sure to locate the machine as close as possible to a wall outlet. This will allow easy disconnection of the power cord in the event of an emergency.

**⚠ WARNING**

- If the machine emits smoke or odours, or if it behaves unusually, you must turn off its power immediately. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

**⚠ WARNING**

- If metal objects, or water or other fluids fall inside this machine, you must turn off its power immediately. After turning off the power, be sure to disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

**⚠ WARNING**

- Do not touch this machine if a lightning strike occurs in the immediate vicinity. Doing so could result in electric shock.

**⚠ WARNING**

- Keep the polythene materials (bags, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

**⚠ WARNING**

- If the machine topples, or if a cover or other part gets broken, you must turn the power switch to off and disconnect the power cord plug from the wall outlet. Then contact your service representative and report the problem. Do not use the machine. Doing so could result in fire or electric shock.

**⚠ CAUTION**

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Failing to take these precautions could result in fire or electric shock.

**⚠ CAUTION**

- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.

### CAUTION

- Before installing or removing options, always disconnect the power cord plugs from the wall outlet and allow time for the main unit to fully cool. Failing to take these precautions could result in burns.

### CAUTION

- Do not look into the lamp. It can damage your eyes.

3

### CAUTION

- Protect the machine from dampness or wet weather, such as rain and snow.

### CAUTION

- For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

### CAUTION

- Wait at least one hour after power off before replacing parts. Not allowing the machine to cool may result in burns.

### CAUTION

- Type 1 weighs approximately 45 kg (99.2 lb.), type 2 weighs approximately 47 kg (103.7 lb.), and type 3 weighs approximately 52 kg (114.7 lb.). When moving the machine, use the inset grips on both sides, and lift slowly. The machine will break or cause injury if dropped.

### CAUTION

- When moving the machine after use, do not take out the print cartridge to prevent toner spill inside the machine.

### CAUTION

- Do not connect the Ethernet port of the machine to a network that may supply excess voltage, such as a telephone line. Doing so may result in fire or electric shock.

## Handling the machine's interior

---

This section explains safety precautions about handling the machine's interior.

**⚠ WARNING**

- Do not remove any covers or screws other than those explicitly mentioned in this manual. Inside this machine are high voltage components that are an electric shock hazard and laser components that could cause blindness. Contact your sales or service representative if any of the machine's internal components require maintenance, adjustment, or repair.
- Do not attempt to disassemble or modify this machine. Doing so risks burns and electric shock. Note again that exposure to the laser components inside this machine risks blindness.

**⚠ WARNING**

- Be sure to turn off the power switch and wait for about 15 minutes before cleaning the registration roller. Not waiting for the machine to cool down can result in a burn.

**⚠ CAUTION**

- Some of this machine's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.

**⚠ CAUTION**

- The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise, an injury might occur.

**⚠ CAUTION**

- When loading paper, take care not to trap or injure your fingers.

**⚠ CAUTION**

- During operation, rollers for transporting the paper and originals revolve. A safety device has been installed so that the machine can be operated safely. But take care not to touch the machine during operation. Otherwise, an injury might occur.

**⚠ CAUTION**

- If the machine's interior is not cleaned regularly, dust will accumulate. Fire and breakdown can result from heavy accumulation of dust inside this machine. Contact your sales or service representative for details about and charges for cleaning the machine's interior.

**⚠ CAUTION**

- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.

**⚠ CAUTION**

- Lifting the paper feed unit carelessly or dropping it may cause injury.

**⚠ CAUTION**

- Do not pull out the paper tray forcefully. If you do, the tray might fall and cause an injury.

**3**

**Handling the machine's supplies**

---

This section explains safety precautions about handling the machine's supplies.

**⚠ WARNING**

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.

**⚠ WARNING**

- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

**⚠ WARNING**

- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.

**⚠ WARNING**

- Keep the polythene materials (bags, gloves, etc.) supplied with this machine away from babies and small children at all times. Suffocation can result if polythene materials are brought into contact with the mouth or nose.

**⚠ CAUTION**

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

**⚠ CAUTION**

- Store toner (new or used), toner containers, and components that have been in contact with toner out of reach of children.

**⚠ CAUTION**

- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

**⚠ CAUTION**

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

**⚠ CAUTION**

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

**⚠ CAUTION**

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.

**⚠ CAUTION**

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

**⚠ CAUTION**

- Do not attempt to print on stapled sheets, aluminum foil, carbon paper, or any kind of conductive paper. Doing so risks fire.

**⚠ CAUTION**

- Our products are engineered to meet the highest standards of quality and functionality. When purchasing expendable supplies, we recommend using only those specified by an authorized dealer.

**⚠ CAUTION**

- Keep SD memory cards out of reach of children. If a child swallows an SD memory card, consult a doctor immediately.

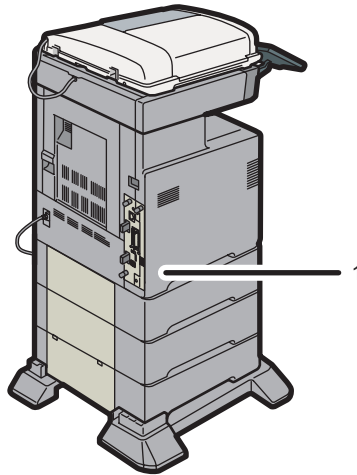
# Safety Labels of This Machine

This section explains the machine's safety information labels.

## Positions of WARNING and CAUTION labels on Types 1 and 2

This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.

3



CFE084

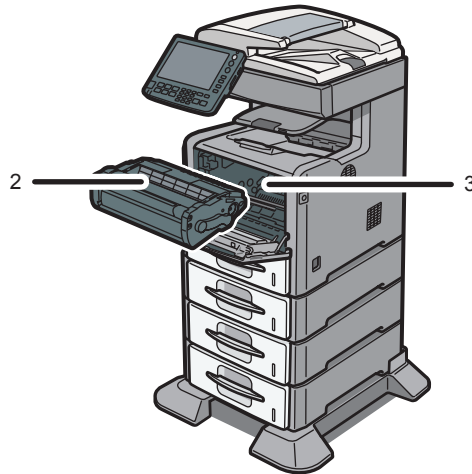
1



CFE005

Type 1 weighs approximately 45 kg (99.2 lb.) and type 2 weighs approximately 47 kg (103.7 lb.). When moving the machine, use the inset grips on both sides. At least four people are needed to lift the machine.





3

CFE019

2



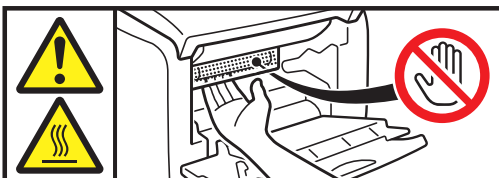
CFE006

Do not incinerate spilled toner or used toner. Toner dust is flammable and might ignite when exposed to an open flame.

Disposal should take place at an authorized dealer or an appropriate collection site.

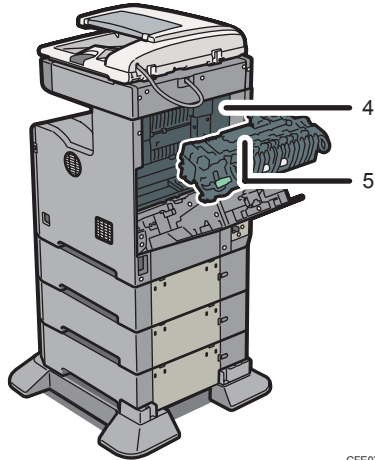
Keep toner (used or unused) and toner containers out of reach of children.

3



CFE003

Do not put your hands inside the machine. The inside of this machine becomes very hot. Do not touch parts with this label (indicating a hot surface).



CFE072

3

4



CFE001

The inside of this machine becomes very hot. Do not touch parts with this label (indicating a hot surface).

5

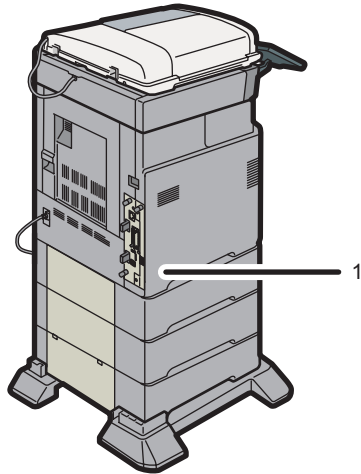


CFE002

The inside of this machine becomes very hot. Do not touch parts with this label (indicating a hot surface).

## Positions of WARNING and CAUTION labels on Type 3

This machine has labels for ⚠WARNING and ⚠CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



CFE073

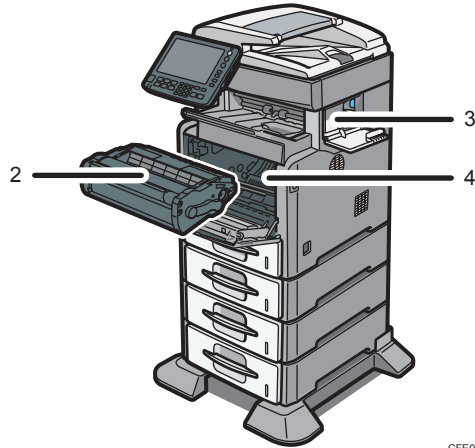
1



CFE004

Type 3 weighs approximately 52 kg (114.7 lb.). When moving the machine, use the inset grips on both sides. At least four people are needed to lift the machine.

3



CFE018

2



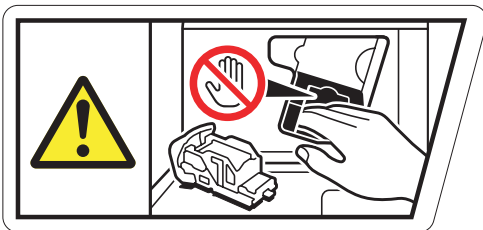
CFE006

Do not incinerate spilled toner or used toner. Toner dust is flammable and might ignite when exposed to an open flame.

Disposal should take place at an authorized dealer or an appropriate collection site.

Keep toner (used or unused) and toner containers out of reach of children.

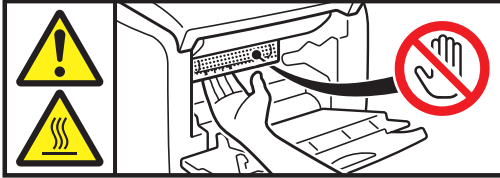
3



CCS037

Keep your hands clear of the finisher when removing the staple cartridge. You might trap your fingers if you do not.

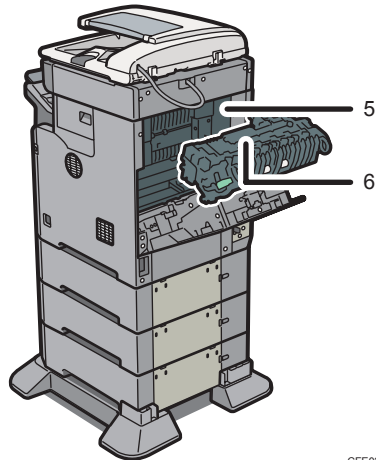
4



CFE003

Do not put your hands inside the machine. The inside of this machine becomes very hot. Do not touch parts with this label (indicating a hot surface).

3



CFE020

5



CFE001

The inside of this machine becomes very hot. Do not touch parts with this label (indicating a hot surface).

6



The inside of this machine becomes very hot. Do not touch parts with this label (indicating a hot surface).

---

## Power Switch Symbols

---

3

The meanings of the symbols for the switches on this machine are as follows:

- I : POWER ON
- ⏻ : STANDBY

---

# Laws and Regulations

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## Laser Safety

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### CDRH Regulations

This equipment complies with requirements of 21 CFR subchapter J for class I laser products. This equipment contains two AlGaAs laser diodes, 6.2 milliwatts, 770 - 795 nanometer wavelength for each emitter. The beam divergence angle is 25 degrees (minimum) and 38 degrees (maximum) in the vertical direction, and 8 degrees (minimum) and 14 degrees (maximum) in the horizontal direction, and laser beams are generated in Continuous Wave (CW) mode.

### Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

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## Notes to USA Users of FCC Requirements

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### Part 15 of the FCC Rules

---

This device complies with part 15 of the FCC Rules.

Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) This device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### Declaration of Conformity

This device complies with Part 15 of the FCC Rules.

Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

Responsible party: Ricoh Americas Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

Product Name: Multi Function Peripheral

Model Number:

- SP 5200S/Aficio SP 5200S
- SP 5210SF/Aficio SP 5210SF
- SP 5210SR/Aficio SP 5210SR

**Note:**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

**Caution:**

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

**Caution:**

When using the optional Gigabit Ethernet board, properly shield twisted pair cable (STP cable) must be used for connections to a host computer (and/or peripheral) in order to meet FCC emission limits.

### **Part 68 of the FCC Rules regarding Type 2 or Optional Facsimile Unit**

---

1. This equipment complies with Part 68 of the FCC rules and requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXXX. If requested, this number must be provided to the telephone company.
2. This equipment uses the RJ11C USOC jack.
3. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be



connected to a compatible modular jack that is also compliant. See installation instructions for detail.

4. The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).
5. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
6. The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.
7. If trouble is experienced with this equipment, for repair or warranty information, please contact Ricoh Americas Corporation Customer Support Department at 1-800-FASTFIX. If this device is causing problems with your telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.
8. In the event of operation problems (document jam, copy jam, communication error indication), see the manual provided with this machine for instruction on resolving the problem.
9. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.
10. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

#### **WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:**

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business,

other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the following steps: Follow the FAX HEADER programming procedure in the Programming chapter of the operating instructions to enter the business identification and telephone number of the terminal or business. This information is transmitted with your document by the FAX HEADER feature. In addition to the information, be sure to program the date and time into your machine.

### 3

## Important Safety Instructions for Type 2 or Optional Facsimile Unit

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When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

## IMPORTANTES MESURES DE SÉCURITÉ du Type 2 ou de l'unité Fax en option

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Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelques-unes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

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## Notes to Canadian Users of IC Rules

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### Notes to users in Canada

This device complies with Industry Canada licence-exempt RSS standard(s).

Operation is subject to the following two conditions:

- (1) this device may not cause interference, and
- (2) this device must accept any interference, including interference that may cause undesired operation of the device.

### Remarques à l'attention des utilisateurs canadiens

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence.

L'exploitation est autorisée aux deux conditions suivantes :

- (1) l'appareil ne doit pas produire de brouillage, et
- (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

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## Notes to Canadian Users of Type 2 or Optional Facsimile Unit

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This product meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

### Remarques à l'attention des utilisateurs canadiens du Type 2 ou de l'unité Fax en option

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Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.



# 4. Other Information for This Machine

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This chapter describes other information for this machine.

## Laws and Regulations

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### Notes to users in the state of California (Notes to users in USA)

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Perchlorate Material - special handling may apply, See [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate)

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MEMO



Manuals and Safety Information for This Machine

